Advance Excel Assignment 4

1. To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?

Press ALT Key & H

2. If you set a row height or column width to 0 (zero), what happens to the row and column?

Hide the row or column

1. Is there a need to change the height and width in a cell? Why?

Yes because get neat and clean data view and print

1. What is the keyboard shortcut to unhide rows?

Ctrl + Shift + 9

1. **How to hide rows containing blank cells?**

**Ctrl + G 🡺 Special 🡺 Select Blank**

**5. 6. What are the steps to hide the duplicate values using conditional formatting in excel?**

1. Select range A2:A5
2. On the Ribbon's Home tab, click the Conditional Formatting button, then click New Rule
3. Click *Use a Formula to Determine Which Cells to Format*
   * NOTE: In Excel 2003, choose Format|Conditional Formatting
   * Then, from the first drop-down, choose *Formula Is*
4. For the formula, enter  
   **=A2=A1**
5. Click the Format button.
6. Select a font colour to match the cell colour.
7. Click OK, click OK